



New Jersey Department of Children and Families Policy Manual

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SUPERSEDES 017-2008

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I. PURPOSE

The purpose of this Policy is to ensure that all Department of Children and Families (DCF) employees are appropriately dressed in order to convey a professional image that reflects on the pride and professionalism of the entire DCF. The manner in which we dress reflects respect for the customers we serve, our individual jobs, and for the State that we represent.

II. SCOPE

This policy applies to all DCF employees. Staff working in the State Central Registry ("SCR") and staff who perform manual physical labor as part of their daily job duties such as those who work as couriers, movers, bus drivers, cooks and repairers are exempted from Paragraphs IV, A & B below. All other provisions of this policy shall apply to such employees.

III. RESPONSIBILITY

A. Employees are responsible for:

1. Becoming familiar with this policy;
2. Wearing attire that is professional and appropriate to their job function and in keeping with this policy.

B. Supervisors are responsible for:

1. Ensuring that DCF employees comply with this policy and enforcing this policy within his/her area of responsibility.
2. Ensuring that appropriate action is taken if an employee comes to work dressed inappropriately by:
 - a. Advising the employee verbally or in writing of the inappropriate attire;
 - b. Sending the employee home with instructions to change, depending on the degree of inappropriateness of the attire;
 - c. Providing the employee with a corrective action for the first violation;
 - d. Addressing further violations pursuant to progressive discipline procedures; and
 - e. Ensuring the employee is charged with leave time until they return to work in appropriate attire.

IV. DRESS CODE REQUIREMENTS

- A. All DCF employees shall wear appropriate business or business casual attire while in the office or attending to DCF business and while at training whether at the DCF Professional Center or elsewhere. Examples of acceptable business casual attire include:
 1. Khakis or other slacks;
 2. Long or short-sleeved collared sports shirts or polo shirts;
 3. Sweaters, turtlenecks, or knit tops;
 4. Skirts, dresses, blouses, knit shirts;
 5. Appropriate shoes (eg. excluding the shoes listed in Section C (5) and (6)).
- B. When representing DCF in circumstances appropriate to standard business attire, such as court appearances, meetings with public or private external agencies, or attending professional conferences and committee meetings, all DCF employees shall wear standard business attire such as:

1. Suits;
 2. Dress slacks or skirt, shirt and tie or blouse, jacket ;
 3. Dresses;
 4. Dress shoes.
- C. DCF employees shall not wear inappropriate attire while at work or attending to DCF business. Inappropriate attire includes but is not limited to:
1. Ragged, ripped or torn clothing, clothing that is cut, frayed or otherwise displaying holes, or which is in poor repair or dirty;
 2. T-shirts, off-the shoulder, one-shoulder, strapless tops/shirts, tank tops, exercise attire, including sweatshirts, sweatpants, jogging suits, undershirts, or shorts;
 3. Any clothing with foul, offensive and/or crude language, expressions or images, "statement t-shirts," or advertising shirts;
 4. Miniskirts, mini dresses, midriff baring tops and any garments that are excessively tight or revealing;
 5. House slippers, bedroom slippers, beach or pool shoes, or flip-flops;
 6. Sneakers/athletic shoes are inappropriate except while working in the State Central Registry, performing field work or performing manual labor as referenced in Paragraph II above;
 7. Hats, including but not limited to, baseball caps, worn indoors;
 8. Blue Jeans/dungarees except for staff working in the State Central Registry and staff who perform manual labor as referenced in Paragraph II above;
 9. Exposed underwear/undergarments.
- D. Clothing and other attire must not bear language, graphics, logos or pictures that are offensive or crude, are in violation of the *State Policy Prohibiting Discrimination in the Workplace*, associated with gang affiliation, have the potential to disrupt the workplace or that could jeopardize the Department's efforts to engage children, families and family team members.

- E. Clothing bearing union logos is permitted during work time and in DCF work areas as long as it is otherwise consistent with a professional environment and this policy.
- F. DCF employees requiring an exception to this dress code policy based on medical or religious reasons must contact their Cost Center Manager to request the appropriate exemption.
- G. Non-state employees working in DCF offices may be contractually required to adhere to this dress code.